



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2012 - JUNE 30, 2013  
Deadline: July 12, 2013**

COUNTY OF SAN DIEGO  
BOARD OF CLERKS  
2013 JUL 10 AM 9 04  
THOMAS J. WELSH  
CLERK OF BOARD  
OF CLERKS

**1. DEPARTMENT INFORMATION:**

Department: Assessor/Recorder/County Clerk

Division/Unit: A3580

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 4                      Hours 557.1                      X \$ 22.14                      = \$ 12,334.19

Types of work performed by GENERAL VOLUNTEERS in this category:

Clerical functions: Assisting customers at the public counters and on the phone, processing official documents as requested. Volunteers also perform civil wedding ceremonies.

- b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol. 0                      Hours 0                      X \$ 22.14                      = \$ 0

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
N/A	0		0		0
No. of Vol.	Total Hours				Total Value = \$
	0		0		0

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

- d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	4	557.1	\$12,334.19
2b.			
2c.			
<b>Total Vol.</b>	<b>4</b>	<b>Total Hours 557.1</b>	<b>Total Value = \$ 12,334.19</b>

### 3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: <u>N/A</u>	Value: <u>0</u>
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____

TOTAL VALUE = \$0
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### 4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours <u>40</u>	X	Rate <u>\$22.76</u>	=	<table border="1"><tr><td>\$ 910.40</td></tr></table>	\$ 910.40
\$ 910.40					

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours <u>15</u>	X	Rate <u>\$24.25</u>	=	<table border="1"><tr><td>\$ 363.75</td></tr></table>	\$ 363.75
\$ 363.75					

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
<u>N/A</u>	<u>0</u>
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS=

\$ 0
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- d. TOTAL OF VOLUNTEER PROGRAM COST =  
(add 4a, 4b, and 4c)

\$ 1,274.15
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**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$ <u>12,334.19</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$ <u>0</u>
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)	\$ <u>1,274.15</u>

**TOTAL PROGRAM BENEFIT**

**\$ 11,060.04**

**6. RECRUITING:**

Please describe your recruiting programs:

ARCC recruits by posting flyer in branch offices. Inquiries from County web site are referred to our department.

**7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Elias De Herrera was recognized on April 10, 2013 as the department's volunteer of the year.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue to provide volunteer opportunities to candidates interested in donating their services to our department.

**9. GENERAL INFORMATION:**

Name of Person Completing Report: Carmen Cordero

Phone Number: 619 531-6149 Mail Stop: A-4 E-Mail: Carmen.Cordero@sdcounty.ca.gov

Volunteer Coordinator: Ruby Reyes

Phone Number: 619 531-5737 Mail Stop: A-4 E-Mail: Ruby.Reyes@sdcounty.ca.gov

**10. DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

7-7-13  
DATE